



Hendry County Sheriff's Office

General Order 8.3

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| TITLE: Witness Fees | SHERIFF'S APPROVAL: Digital |
| ORIGINATION DATE: July 20, 2018 | REVISION DATE: May 15, 2019 |
| RELATED REFERENCES: §92.141 F.S., §92.142 F.S., §112.061 F.S. CFA: | |
| REVIEW FREQUENCY: 3 YEARS | DATE OF NEXT REVIEW: May 15, 2022 |

I. PURPOSE: To establish an accreditation management system that provides authority for the administration, maintenance, delineation, and follow-up of the law enforcement and communications accreditation process.

II. SCOPE: This order shall apply to all sheriff's office members.

III. POLICY:

- A. Hendry County Sheriff's Office employees are paid witness fees in accordance with Florida Statutes 92.142.
1. Employees who are called to appear as an official witness to testify at any hearing or law action in any court as a direct result of their employment are entitled to per diem and travel expenses per Florida Statute 112.061 and policy 200.20; Meal Reimbursement and Travel.
 2. Employees paid by a third party for testifying must send any witness and mileage fees received to the Finance Department. All checks must be endorsed.
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IV. PROCEDURE:

- A. Employees subpoenaed to appear as a witness in a job-related court case, not during regularly assigned work hours:
1. Time spent traveling to and from court related appearances and attending such appearances as time worked.
 2. Receive credit for actual time worked, or a minimum of two hours, whichever is greater.
 3. Receive an additional two hour minimum if subpoenaed for appearance more than once during a day when there is an interval of one hour or more between the release from the first subpoena and the appearance time for the second. If the interval is less than one hour after the release from the first subpoena then the time is considered and paid as continuous time. This provision is limited to two appearance minimums daily.

V. GLOSSARY

SUBPOENA – Process, of which attendance of a witness is required, may be either civil or criminal. If records are involved, it is known as a Subpoena Ducas Tecum. May be served by any person who is not a party to the suit, and is age 18 or over.

Your electronic signature in Power DMS acknowledges you have read this policy and understand it.